

KSC Councils, Boards, and Committees Charter

Title	Safety and Health Review Board (SHRB)
Purpose	<p>The SHRB reviews and approves safety and health management plans, authorized capabilities, and associated policies and procedures for the Engineering (NE) and Exploration Research and Technology Programs (UB) directorates and associated laboratories, shops, test facilities, and other areas not managed by a NASA Program's safety plan.</p> <p>The SHRB shall:</p> <ul style="list-style-type: none"> • Review and approve (Chair or Vice Chair signature) management plans for specific work areas and associated documents. • Ensure hazards and risks are identified and mitigated. • Review compliance with management plans and safety documentation. • Review pressure vessel implementation documentation. • Elevate approval authority to Ground Risk Review Panel or higher authority as needed. • Provide a forum for resolving safety and health issues. • Determine overall guidance of how an area will manage safety and health. • Assist supervisors in determining safety and health requirements for offsite operations.
*Applicability/Scope	Not applicable (Required for Councils only)
*Functions	Not applicable (Required for Councils only)
Membership	<p>Chair: NE Chief, Analytical Laboratories Branch Vice-Chair: UB Management Representative Secretariat (Administrative): NE designated Representative Secretariat (Technical): NE or UB designated Representative Members: (primary and alternate assigned)</p> <ul style="list-style-type: none"> • Engineering Directorate, Laboratories, Development and Testing Division, Engineer • Safety and Mission Assurance (S&MA), Institutional Division, Safety Specialist • S&MA, Institutional Division, Safety Engineer • Spaceport Integration and Services, Aerospace Medicine and Occupational Health • Laboratory Support Services and Operations (LASSO) Contract Program Management Representative, as required • LASSO S&MA Manager • Test and Operations Support Contract (TOSC) Safety Health & Environment Management Representative (designee) • NASA Hygiene and Safety Officers • LASSO Hygiene and Safety Officer • TOSC Hygiene and Safety Officer • Kennedy Space Center Environmental and Medical Contract, Environmental Health Representative • Laboratory Representative(s), as selected by Chair • UB Biological Safety Officer <p>Subject matter experts (SMEs) will be called upon for consultation as needed.</p>
Period of Performance	<p>Start date: March 1, 2018 End date: Ongoing</p>

Deliverables	<ul style="list-style-type: none"> • Meeting minutes • Decision documentation and compliance documentation • List of reviewed and approved documents • List of areas managed by the SHRB • Website to assist technical teams in initiating documents for approval and provide status information • Appointment letters • SHRB Safety Notices
Meeting Guidelines	<ol style="list-style-type: none"> 1. Meeting Frequency: Weekly or as required 2. Length of Appointment: Continuous 3. Meeting Requirements: <ul style="list-style-type: none"> • Attendance of all members or their designated alternates is required. Exceptions are subject to Chairman's discretion and shall be recorded in the meeting minutes. • SME attendance as requested by the Chairman • Minutes/Agenda • Actions/Actionees
Reporting To	<div> <div>/original signed by/</div> <div>3/20/18</div> <div>Shawn M. Quinn.</div> <div>Date</div> <div>Director, Engineering</div> </div>
Applicable Requirements (KNPDs, NPDs, KNPRs, NPRs, KDPs, KCAs)	KNPR 8715.3-1 , KSC Safety Procedural Requirements, Volume 1, Safety Procedural Requirements for Civil Servants/NASA Contractors KNPR 1840.19 , KSC Industrial Hygiene Programs KNPR 8700.2 , KSC System Safety and Reliability Analysis Procedural Requirements NASA-STD-8719.17 , NASA Requirements for Ground-Based Pressure Vessels and Pressurized Systems (PVS) KSC-PLN-2322 , Engineering Directorate (NE) Laboratory Management Plan KDP-KSC-P-5458 , Laboratory and Test Facility Capabilities Determination Process KDP-KSC-P-5459 , Safety and Health Review Board (SHRB) Process KSC-RISK-MGT-SCORECARD , KSC Risk Management Scorecard KNPD 1150.24 , KSC Councils, Boards and Committees

* Required for Councils only

Concurrences:

/original signed by Ronnie Lawson for/

4/17/18

Josephine B. Burnett
Director, Exploration Research and
Technology Programs

Date

/original signed by/

4/2/18

William R DeLoach
Director, Safety and Mission Assurance

Date

/original signed by/

4/11/18

Nancy P. Bray
Director, Spaceport Integration and Services

Date